

Pre Bid Meeting Question and Answers

S00R5400007 – IT Equipment Relocation Services

S00R5400008 – Office Furniture & Equipment Relocation Services

1. Is the mover responsible for storing the 133 computers/monitors, etc. removed on April 16 before they are installed after the furniture gets moved in? **Yes, but DHCD can provide space in the Crownsville location to store those IT items, if requested.**
2. How much surplus furniture is there? **This cannot be determined at this time, DHCD will not have the selected contractor(s) disposing of surplus property.**
3. Will there be a walk thru of either building? **Not until after contract award.**
4. What types of file cabinets are there? **Vertical and lateral, both wood and metal. Approximate counts are listed on the Moving Services Overview Sheet attached.**
5. Are the contents of the boxes that the movers will be moving from the filing cabinets? **Yes. Boxes will not only contain file cabinet contents - will also contain desk contents, etc.**
6. Is the mover providing boxes? **No. For the most part movers will not need to provide moving boxes (unless we need a special size box) but will need to provide packing material, plastic moving boxes/crates, computer carts, bins, dollies, trash containers, etc. as per pp. 18 - Section 4.2 of move RFP.**
7. Is the mover required to hang any items on the walls? **No**
8. Are all desks normal size? **No, DHCD will provide approximate numbers and sizes of desks to be moved on the Moving Services Overview Sheet attached..**
9. What hours is the mover allowed to work? **7:00 a.m. until 7:00 p.m. or later if the DHCD Project Manager approves it**
10. Are the cubicles in New Carrollton already wired? **Yes, for both data and electricity.**
11. How many people are required for the extra 3 days? **Possibly 6 -10 people at an hourly rate with the understanding that as we get closer to the 20th, 21st & 22nd this number could change (+/-) 1 person.**
12. Are there monitor arms on any of the monitors? **Approximately 5% of the monitors have arms.**
13. What size boxes has DHCD purchased? **Boxes purchased by DHCD are as follows:**
Medium box - 18" x 18" x 16"
Large box - 18" x 18" x 24"
Banker box - 12" x 15" x 10"
Picture box - 30" x 5" x 22"
14. What type of labeling system is DHCD using? **Color coded per floor and then sub color coded for different areas of each floor. Labeling requirements for pieces of computer equipment as follows: office # at Crownsville, occupant name, office # at New Carrollton.**
15. Are the items going to be moved from the first floor in Crownsville to the first floor in New Carrollton etc.? **No – All items will be clearly marked with appropriate locations and there will be move coordinators on every floor.**
16. Is the mover expected to provide any services past April 22? **No.**
17. Please provide details of high density file system (4.2.8) **there are 2 rotating (double sided) hi-density systems that are 32"x 32" x 82" - 5 unit system & 8 unit system. There is another system that is 2 bookcase deep with the front bookcases on a sliding track for a total of 13 inter locking book-shelves.**

18. Please confirm that all packing/unpacking of offices, cubicles, file cabinets, high density files, etc., will be completed by DCHD personnel **Yes all files, office contents will be packed by DHCD personnel.**
19. Can both locations accommodate tractor/trailers? **Yes both locations can handle tractor trailers**
20. Will DCHD staff pack books into boxes? If so, how many boxes? **YES regular books BUT as stated in the meeting we would hope the contractor could provide some sort of laundry type basket/tub to avoid packing law books and/or blue prints.**
21. Would it be possible for contractor to provide book carts (32 Linear feet) for this relocation? **Yes as this addresses Question # 20 above**
22. Will DCHD personnel power down all IT equipment (including servers)? **Server room equipment, yes. PCs and printers and other peripherals, probably.**
23. Is the contractor responsible for removing servers from racks? **No, DHCD will remove servers from racks, as well as rack rails from racks.**
24. Please provide detailed information on the following inventory items:
 - a. 1 SAN (8*14 = 112 drives) **SAN includes one full sized, enclosed racks. DHCD will remove and label the individual drives. Each of the 112 drives from the SAN are full-sized 5.25" drives.**
 - b. 12 Misc Server hw - **KVM trays and variety of 1U-3U appliances**
 - c. 45 servers (are there any blade servers?) - **No blade servers. Most are 1U-3U, but some are larger.**
 - d. 160 Printers – desktop or network? **Majority of printers are the larger network variety**

Below are some notes and reiteration of some important points made per the IT relocation:

- **DHCD is *not*** providing boxes, bags, labels, etc., for the packing and relocating of computers
- in addition to the approximately 1300 computers, peripherals and servers for DHCD, there are also 6 large and heavy TVs and smartboards that will need to be unmounted, packed and moved into the new office in New Carrollton
- for Group B (but not Group A) equipment on the "DHCD Computer Relocation Work Schedule" hand-out, these pieces of computer equipment *can* be moved into the New Carrollton office on Friday, April 17, during identified work hours instead of waiting until Saturday, April 18
- for the equipment in Group C on the "DHCD Computer Relocation Work Schedule" hand-out, DHCD staff will perform the disconnects and reconnects - therefore, only packing, moving and unpacking will be required for Group C equipment
- for the SAN included in Group C equipment on the "DHCD Computer Relocation Work Schedule" hand-out, the SAN's 112 individual hard drives will need to be packed individually
- for the equipment in Group C on the "DHCD Computer Relocation Work Schedule" hand-out, all Group C equipment *must* be moved and delivered to the new office at New Carrollton before the end of the workday on Friday, April 17
- the work hours shown on the "DHCD Computer Relocation Work Schedule" hand-out are suggestions, and some flexibility may be considered for other start and end times that are requested in bid proposals
- for the Group A and Group B equipment on the "DHCD Computer Relocation Work Schedule" hand-out, approximately 5% of the PCs may have monitors mounted on movable armatures
- electricity and network service will be present onsite at the new office at New Carrollton
- DHCD will provide all patch cords for all of the Group A and Group B computer equipment at the new office at New Carrollton